



Commonly Asked Questions for the Homeownership Education Counseling Initiative RFP and the IFPN Technical Assistance RFP

- Q. In both RFPs it states the package must be signed. Is there something we need to sign or do we need to send certified mail and have packages signed for?
- A. We are just looking for the signature of the person submitting on behalf of the respondent (CEO, team leader, etc.). This just lets us know when we receive the application that the respondent understands the terms of the RFP and that their bid package is complete and accurate. For ease of locating it, we would prefer the signature be on the first page of the submission or the last, though there are no restrictions.
- Q. What if I do not exactly meet one of the evaluation criteria, but believe that I have other qualities or experience that merit consideration?
- A. Please address each evaluation criterion as best you can, including any circumstance which you think relevant for the evaluators to consider. For example, if you are not an Indiana-based company, but employ solely Indiana residents, that might be a relevant factor you would want the evaluators to consider. Similarly, if you do not have experience doing the specific work in the RFP, but believe you have experience doing similar work in the past, may be something which you wish the evaluators to consider.
- Typically, addressing the evaluation criteria in some way would be scored above a zero (a non-answer score), but below the maximum (a perfect, on-point answer score). Your specific score will depend on the evaluators' best judgment on considerations such as (a) whether your answer is actually relevant to the criterion, and (b) whether your answer shows skills/experience/ability that, while not direct, are transferable to your performing work under the RFP."
- Q. In regards to the Technical Assistance RFP, what should we put down in regards to experience with claims processing if we are not a HUD or IFPN counseling agency?
- A. If you are not an IFPN or HUD counseling agency but have experiencing in claims/grants pertaining to housing counseling, either directly or in a consulting role, that will be taken into consideration.
- Q. In preparing the budget for services under the Training and Certification RFP, should I include the cost of bringing in outside contractors/trainers (such as NeighborWorks) in the total cost?
- A. No. Your proposed budget does not need to include the price of bringing in outside consultants. Just your staff time and associated costs need to be considered. Those additional costs will be determined after the final decision is made on which proposal to accept.